



City of Columbus, Ohio

THIS IS NOT AN ORDER

Solicitation - 90 2010 SA003606

Respond before: **06/17/2010 12:00 pm**

Bid Contact : Ken Euman
375 South High Street, 3rd Floor
Columbus OH 43215 -
For inquiries call : (614) 645 8183

| GROUP | ITEM | QTY | DESCRIPTION |
|-------|------|---------|---|
| 1 | 001 | 1.00 LT | Collection Services, Financial Debt It is the intent of the City of Columbus, Franklin County Municipal Court, Clerk of Court to obtain formal bids to establish a purchase order for the purchase of Collection Services for use in Clerk's Office, 375 South High Street, Columbus, Ohio 43215. 1.0 Scope and Classification 1.1 The Franklin County Municipal Court Clerk (herein after referred to as the "Clerk") of the City of Columbus intends to establish a contract for the purpose of collecting accounts receivables owed to the Franklin County Municipal Court Clerk. The Clerk will award the contract to one or more collection agencies. The contract will be awarded for three (3) years, with three (3) consecutive one year renewal options, by mutual agreement of both parties and with approval by the Columbus City Council. The estimated contract commencement date is August 1, 2010. 1.2 The successful bidder(s) will collect a percentage of past due fines, court costs and fees that are at least forty-five (45) days past due. 1.3 The successful bidder(s) will invoice the Clerk on a percentage basis of the receivables collected but shall not include a percentage of the amount added to the original receivable amount for the purpose of offsetting collection costs. 1.4 The Clerk currently creates collection case data files from CourtView 2000, the Franklin County Municipal Court Case Management System. The data is processed and electronically sent on a daily basis, Monday through Friday, except on City holidays. All future contracts shall require the successful bidder(s) to have the ability to receive and/or send data transmissions electronically; including the internet that shall be compatible with equipment and format used by the Clerk and must have the ability to accommodate any future system upgrades. In addition the bidder(s) must have the ability to load data files by compact disc (CD) or digital video disc (DVD) that may be used as a backup in an emergency situation. 1.5 Each bidder shall provide, on the Qualifications of Bidder page (s) a listing of all electronic equipment they propose to utilize for this project. 1.6 Each bidder shall provide, on the Qualifications of Bidder page (s), a listing of all databases and resources that will be used by the bidder to trace those persons represented within the lists provided by the Clerk, if necessary. For additional information concerning this bid, including procedures for obtaining a copy of the bid document(s) and how to submit a proposal, you must go to the City of Columbus Vendor Services web page (http://vendorservices.columbus.gov) and view this bid number in the open solicitations listing. |

DELIVERY ADDRESS:

(See below)

Terms:

Pursuant to City of Columbus Code Section 3907.05, all contractors, including subcontractors, who are a party to a contract as defined in C.C. 3901.01, must hold a valid contract compliance certification number.

For information regarding contract compliance, please contact the Equal Business Opportunity Commission Office at (614) 645 - 4764.

Equal Opportunity Clause

- (1) The contractor will not discriminate against any employee or applicant because of race, color, religion, sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment upgrading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that the contractor is an equal opportunity employer.
- (3) It is the policy of the City of Columbus that business concerns owned and operated by minority and female persons shall have the maximum practical opportunity to participate in the performance of contracts awarded by the CITY.
- (4) The contractor shall permit access to any relevant and pertinent reports and documents by the Executive Director for the sole purpose of verifying compliance with this article, and with the regulations of the Equal Business Opportunity Commission Office. All such materials provided to the Executive Director by the contractor shall be considered confidential.
- (5) The contractor will not obstruct or hinder the Executive Director or her deputies, staff, and assistants in the fulfillment of their duties and responsibilities imposed by Article I, Title 39.
- (6) The contractor and each subcontractor will include a summary of this Equal Opportunity Clause in every subcontract. The contractor will take such action with respect to any subcontract as is necessary as a means of enforcing the provisions of the Equal Opportunity Clause.
- (7) The contractor agrees to refrain from subcontracting any part of this contract modification thereto to a contractor not holding a valid contract compliance number as provided for in Article I, Title 39.
- (8) Failure or refusal of a contractor or subcontractor to comply with the provisions of Article I, Title 39, may result in the cancellation of this contract.

DELIVER TO

Mike Cherry
375 South High Street, 1st Floor
Columbus OH 43215 -